

FEATURE ARTICLE

New Content On-boarding Services for AgLearn

How do course creators turn “raw content” (e.g., PowerPoints, Word Docs, PDFs, or video) into a “course” that can be assigned and tracked in AgLearn? Given the myriad of technicalities, rules, and regulations (e.g., Section 508), sometimes it’s easier said than done.

AgLearn is proud to announce a new content on-boarding service with CourseAvenue that can help your courses get on track in 2024!

About CourseAvenue

A partner with USDA for many years, CourseAvenue has a rich history of helping bridge the technology and Section 508 compliance gaps to facilitate the transformation of information and content. Together with team AgLearn, they have supported USDA professionals in addressing complexities in meeting federal and USDA-AgLearn standards, particularly with Section 508 compliance.

Below is an overview of the typical steps we follow to determine the right path forward:

How to Get Started

- **Step 1: Exchange Information**
This step is an information exchange where the basics of the effort are communicated between the agency and CourseAvenue.
- **Step 2: Explore Options**
Based on the information received in the previous step, this one focuses on establishing critical path items and identifying any risks and/or rewards.
- **Step 3: Choose the Path Forward**
This final step is all about reviewing options and choosing the right path forward based on the information and communications collected.

Read on for some examples of how Content On-boarding might help your team. In each of these cases, the 3 steps above would be used to determine the right path forward.

Content On-Boarding Examples

- **Use Case Scenario 1**
A USDA team has several videos of recorded presentations they wish to turn into self-paced eLearning courses. The video files are large and contain a lot of technical data.
How we can help? We can offer support turning these videos into one or more courses that can be added to AgLearn and assigned to specific audiences.
- **Use Case Scenario 2**
A department requires employees to acknowledge they have attended certain meetings and read all the related materials. Currently these materials are being tracked in PDFs and a spreadsheet on a shared drive.
How we can help? We can solution options for AgLearn be used to assign meeting materials formally, tracking, and reporting on these activities.
- **Use Case Scenario 3**
Long ago, a USDA team had a third-party vendor create a variety of self-based eLearning courses. The contract has long expired, but the courses need to be updated.
How we can help? We can collaborate on solutions for how to best handle and update this content.
- **Use Case Scenario 4**
Another USDA team provides training for both internal and external USDA employees. Presently, the training is largely in PowerPoints and PDFs. Tracking completions are done through email and spreadsheets.
How we can help? We can support creating new or improved processes by better leveraging AgLearn.

Content On-Boarding FAQs

Q: How much does the service cost?

A: The Content On-boarding service is funded by Team AgLearn, so there is no charge to groups that wish to utilize the service.

Q: Is a CourseAvenue Studio license required?

A: No. The Content On-boarding service is a consultative engagement to understand what the right path for any given situation might be.

Q: How do I set setup a service request?

A: You can send an email to: AgLearnSupport@CourseAvenue.com with “Content On-boarding” in the subject line. In the email, please provide relevant background information (e.g., a rough idea of where help is needed and known timeframes, etc.).

EMAIL US TO SETUP A REQUEST
[AGLEARNUPPORT@
COURSEAVENUE.COM](mailto:AGLEARNUPPORT@COURSEAVENUE.COM)

Q: What is the duration of the engagement?

A: Typically three Microsoft Teams meetings, along with regular email correspondences, follow-ups, and clarifications as needed.



DMASON FINANCIAL

From Our Training Partner

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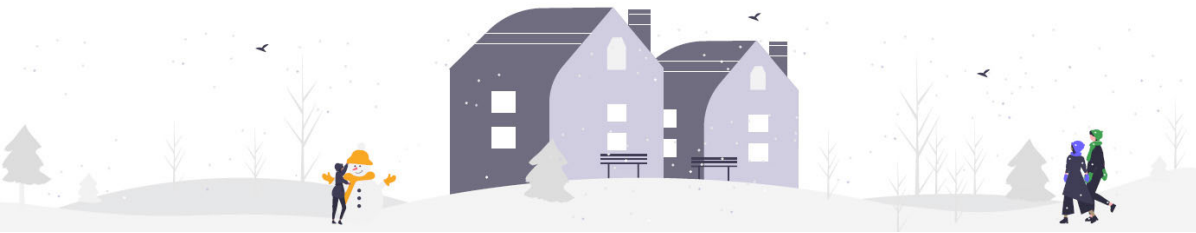
Quarterly Team AgLearn Service Updates

- AgLearn Workshop 2024**
Team AgLearn is in the early stages of planning the 2024 AgLearn Workshop, scheduled to take place 7-9 May in Fort Collins, CO. The purpose of this event is to provide training, feedback, and opportunities for interactive discussion about AgLearn and all it has to offer for leads, admins, vendor partners, and training officers. Attendees will learn how to administer AgLearn more effectively while utilizing all its features and functions. [Register for the 2024 AgLearn Workshop](#) ! If you have questions or suggestions for sessions and topics for the workshop, please email Karen Simpson at karen.simpson@usda.gov or Todd Kaywood at todd.kaywood@usda.gov.
- 2024 Communication Efforts**
The Communications and Marketing teams has been working hard to curate AgLearn resources for AgLearn users across IT and HR, and we are in the final stages of development for the Welcome to AgLearn project, a comprehensive on boarding package for all new AgLearn users that will equip them with the skills needed to utilize AgLearn.

Did you know?

Over the past 90 days Team AgLearn has resolved 1598 unique cases, and 1387 of those cases (87%) were resolved in fewer than three days.

<h3>Key Dates</h3>	<h3>Next Issue</h3>										
<table border="0"><tr><td>February</td><td>Black History and National Cancer Prevention Month</td></tr><tr><td>Feb 19</td><td>Presidents' Day Holiday</td></tr><tr><td>March</td><td>Women's History, National Nutrition, and National Reading Month</td></tr><tr><td>Mar 1</td><td>Employee Appreciation Day</td></tr><tr><td>Mar 10</td><td>Daylight Saving Time Begins</td></tr></table> <p>For additional information about these events and commemorations (and more), please visit AgLearn's homepage and navigate to our site announcements.</p>	February	Black History and National Cancer Prevention Month	Feb 19	Presidents' Day Holiday	March	Women's History, National Nutrition, and National Reading Month	Mar 1	Employee Appreciation Day	Mar 10	Daylight Saving Time Begins	<h3>Spring arrives at AgLearn</h3> <p>In the next edition of the AgLearn Newsletter, look for information and resources to equip you for Spring, including information about new trainings, SF-182s, new site announcements, featured content from our learning partners at Rosetta Stone, and the 2024 AgLearn Workshop.</p> <p>LEARN MORE ABOUT Tier 1 Support</p> <p>LEARN MORE ABOUT IDP/EDP Information</p>
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aglearn.usda.gov / [Ask Aglearn Now \(help\)](#)

